

SPU Student

Seattle, WA • (222) 222-2222 • student@spu.edu • student.linkedin/URL

Qualifications

- High level fluency in Spanish to English and skilled in quickly comprehending and re-expressing messages
- Performed various translation and interpretation duties from Spanish into English including medical records
- 2.5 years of experience in Spanish speaking environments as a translator or tutor
- Strong understanding of cultural competence which helps to effectively interact with people across cultures

Education

Bachelor of Arts, Spanish Studies

June 2022

Seattle Pacific University, Seattle, WA

GPA: 3.9 • 4 Time Dean's List • Presidential Scholarship

Study Abroad, Concentration in Spanish

Spring Quarter 2020

Universitat de Barcelona, Barcelona, Spain

Certifications

Spanish Hub-CMI

Summer 2020

National Board of Certifications for Medical Interpreters

Relevant Experience

Spanish Tutor, Seattle Pacific University, Seattle, WA

September 2020 – June 2022

- Reinforced class-taught concepts relating to Spanish language and culture
- Elaborated curricular and taught Spanish grammar tenses and conjugations to beginner students
- Assisted students with Spanish vocabulary and pronunciation
- Identified areas needing improvement and created PowerPoint and visual examples to help students succeed

Spanish Toddler Teacher Assistant, Montessori Academy, Seattle, WA

September 2018 – September 2020

- Assisted in creating lesson plans aimed to teach Spanish grammar, conversation, and vocabulary
- Prepared Word and Power point training material from English to Spanish
- Supervised children and shared responsibility for promoting classroom dynamics
- Encouraged growth in written and oral communication in Spanish as well as in English

Medical Scribe and Interpreter, Scribe America, Seattle, WA

Summer 2021

- Translated patient's documentation from doctors who fill out prescription and directions in Spanish
- Aided the physician with fundamental patient care by interpreting complex data and ensuring complete understanding of what the options are available to the patient(s)
- Assisted during admissions, examinations, consultations, and many other provide-patient encounters
- Participated in clerical work, such as filling and verifying data

Additional Experience

Server, The Cheesecake Factory, Seattle, WA

August 2017 – August 2019

- Provided excellent customer service by greeting diners and using respectful titles
- Served and memorized orders, the menu, and recommended appetizers
- Collaborated with other restaurant servers and kitchen staff for correct delivery of orders
- Delivering a memorable dining experience by resolving all customer issues promptly

